

DEPUTY COMMISSIONER – BUILDINGS AND GROUNDS

Y-011
NC
JG XVI
RA/mm

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and directing the Division of Buildings and Grounds in the maintenance, operation and upkeep of a large number of buildings owned or occupied by the County of Erie. Work is performed under the general direction of the Commissioner of Public Works with wide latitude for independent judgment. Supervision is exercised over a large number of maintenance and custodial personnel through subordinate executives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates, in conjunction with Commissioner of Public Works, basic administrative and technical policies relative to the maintenance and operation of County owned or operated buildings;
Directs through Subordinate Administrative Officer the planning and execution of building and equipment maintenance projects and the determination of the need for major repairs and construction;
Reviews contracts and specifications for construction and repairs to County property by contractors, and directs Subordinate Administrative Officer in supervising and inspecting contractors work;
Reviews work performed by contractors and recommends payment upon completion;
Directs through Subordinate Administrative Officer the custodial care of County buildings and grounds, the provision of central telephone services, and the safeguarding of County buildings;
Plans basic property maintenance, care and operation programs in conjunction with assistants, and directs them in the development of the divisions operating budget;
Directs the maintenance of necessary divisional records and the routine administration of internal business functions;
Arranges for the leasing and operation of rented property required for County purposes;
Performs such other duties and makes such reports as are required by the Commissioner of Public Works

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of building management methods, administration and principles; thorough knowledge of the practices and terminology of building construction, maintenance and cleaning operations; good knowledge of business arithmetic and English; ability to supervise and lead in the inspection of construction projects and to comprehend and interpret contract plan and specification provisions; ability to meet and get along well with others; skill in organizing and directing large scale diversified operations; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION:

- (A) Graduation from a regionally accredited or NYS registered four year college or university with a Bachelor's degree in architecture or engineering and six years of responsible work in building construction, building maintenance and/or machinery maintenance; or
- (B) Graduation from high school or possession of a high school equivalency diploma and ten years of experience in the management of building maintenance repair and operation, at least four years of which must have been at a supervisory or administrative level; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.